

**MARYLAND MILITARY DEPARTMENT**  
**Supervisors' Manual**  
**Military, Federal and State Acronyms**

- **AAG** – Assistant Attorney General (state)
- **ADA** – Americans with Disabilities Act
- **ADSW** – Active Duty Special Work
- **AFC** - Air Force Career
- **AGR** – Active Guard Reserve
- **AKO** – Army Knowledge Online
- **ALJ** – Administrative Law Judge (at the Office of Administrative Hearings)
- **APS** – American Psychiatric Systems
- **ATAG** – Assistant Adjutant General (for Air or Army)
- **BAS** – Basic Allowance for Substance
- **BAH** – Basic Allowance for Housing
- **BRAC** – Base Realignment and Closure
- **CAC** – Controlled Access Card
- **CDS** – Controlled Dangerous Substance
- **CEI** – Chesapeake Employers' Insurance (formerly Injured Workers' Insurance Fund, or IWIF)
- **CIA** – Central Intelligence Agency
- **CJIS** – Criminal Justice Information System
- **CMF** – Career Management Fields
- **COLA** – Cost Of Living Adjustment
- **COMAR** – Code of Maryland Regulations
- **CONT** – Contractual employee (temporary by definition)
- **DBM** – Department of Budget and Management
- **DEERS** – Defense Enrollment Eligibility Reporting System
- **DGS** – Department of General Services
- **DHMO** – Dental Health Maintenance Organization
- **DIA** – Defense Intelligence Agency
- **DMIL** – Military Department
- **DLLR** – Department of Licensing, Labor and Regulation
- **DOD** – U.S. Department of Defense
- **DOIM** – Division of Information Management (federal)
- **DOIT** – Division of Information Technology (statewide)
- **DOJ** – U.S. Department of Justice
- **DOL** – U.S. Department of Labor
- **DPPO** – Dental Preferred Provider Organization
- **EAP** – Employee Assistance Program
- **EEO** – Equal Employment Opportunity
- **EEOC** – U.S. Equal Employment Opportunity Commission

- **EPO** – Exclusive Provider Organization State health plan
- **ESC/EWC** – Enlisted Spouses/Wives Club
- **FAC** – Family Assistance Center
- **FBI** – Federal Bureau of Investigation
- **FCA** – Freestate ChalleNGe Academy
- **FCP** – Family Care Plan
- **FICA** – Federal Insurance Contributions Act
- **FLO** – Family Liaison Officer
- **FMO** – Facility Maintenance Office
- **FRO** – Family Readiness Officer
- **FSA** – Family Separation Allowance; also, Flexible Spending Account
- **FSC** – Family Support Center
- **FSG** – Family Support Group
- **HG** – Honor Guard
- **HIPAA** – Health Insurance Portability and Accountability Act of 1996
- **HRC** – Human Relations Commission (State EEO)
- **HRIS** – Human Resources Information System
- **IT** – State Information Technology Office
- **IWIF** – Injured Workers’ Insurance Fund (former State agency; currently Chesapeake Employers’ Insurance Company)
- **JFHQ** – Joint Forces Headquarters
- **LAW** – Leave of Absence Without Pay
- **LES** – Leave and Earnings Statement
- **LTC** – Long term care State insurance benefit
- **MCAC** – Maryland Coordination and Analysis Center
- **MMI** – Maximum Medical Improvement
- **MOS** – Military Occupational Specialty
- **MS 22** – Position Description Form
- **MS 100** – Application for State Employment (State Personnel Management System)
- **MS 310** – State Personnel Transaction Form
- **MWR** – Morale, Welfare, and Recreation
- **MYC** – Military Youth Corps (Currently referred to as Freestate ChalleNGe Academy)
- **NGAUS** – National Guard Association of the United States
- **NCR** – National Capital Region
- **NGB** – National Guard Bureau
- **NCP** – Noncompetitive Promotion
- **NITF** – Notice of Intent to Fill Vacancy
- **OAG** – Office of the Attorney General
- **OAHA** – Office of Administrative Hearings
- **OPSB** – Office of Personnel Services and Benefits, Department of Budget and Management
- **OPSEC** – Operations Security
- **OSC/OWC** – Officers' Spouses/Wives Club

- **PCS** – Permanent Change of Station
- **PEP** – Performance Evaluation Program
- **POA** – Power Of Attorney
- **POC** – Point Of Contact
- **POS** – Point of Service State medical plan
- **PPACA** – Patient Protection and Affordable Care Act of 2010
- **PPO** – Preferred Provider Option State medical plan
- **SAD** – State Active Duty
- **SAS** – Strategic Analysis Section
- **SECU** – State Employees Credit Union, Inc.
- **SEOC** – State Emergency Operations Center
- **SGLI** – Servicemember's Group Life Insurance
- **SMD** – State Medical Director
- **SPO** – State Personnel Office
- **SPMS** – State Personnel Management System
- **SPPA** – State Personnel and Pensions Article
- **SPS** – SharePoint System (Online human resources information system)
- **SRA** – State Retirement Agency
- **SRPS** – State Retirement and Pension System of Maryland
- **SSBI** – Single Scope Background Investigation
- **T&E** – Applicant ranking based on an evaluation of relevant training and experience
- **TAG** – The Adjutant General
- **TDY** – Temporary Duty
- **TE** – Temporary Emergency
- **TLA** – Temporary Living Allowance
- **TLF** – Temporary Living Facility
- **USERRA** – Uniformed Services Employment and Reemployment Rights Act f 1994
- **WCC** – Workers Compensation Commission